

# **PACDC Job Announcement**

## **Part-Time Administrative Assistant**

### **Description of Employer**

The Philadelphia Association of Community Development Corporations (PACDC) is the leading voice of equitable neighborhood revitalization in Philadelphia. As a membership association, PACDC fosters strong community development corporations and nonprofit community organizations by enhancing their skills and advocating for resources and policies to create a just and inclusive Philadelphia. Our advocacy has led to more than \$350 million in new local dollars for affordable homes and community economic development over the last 15 years, and our Community Development Leadership Institute has trained over 3,000 people since its founding in 2013. Together, PACDC and our members help create an equitable city where every Philadelphian lives, works, and thrives in a neighborhood that offers an excellent quality of life.

### **Job Summary**

The Administrative Assistant will work closely with the Director of Administration and Human Resources and other staff to provide bookkeeping assistance, event and general office support. This position reports to the Director of Administration and Human Resources.

### **Responsibilities**

- Support bill processing, bank deposits, and invoicing
- Assist with multiple aspects of annual events including Annual fundraiser and conference
- Enter data in NationBuilder database and manage PACDC's Info inbox
- Support PACDC Board and Membership via phone calls, site visits, and minute taking
- Coordinate meeting logistics
- Provide general support to staff, including managing mailings, running errands and office supply ordering

### **Qualifications**

- Strong oral and written communication skills
- Ability to multi-task and attention to detail
- Adept at Microsoft Office programs, especially Outlook, Word, and Excel
- Ability to self-start and prioritize work
- Familiarity with databases, web posting and Survey Monkey a plus
- Familiarity with Philadelphia's neighborhoods
- Enthusiasm for working collaboratively to create an equitable Philadelphia

### **Compensation & How to Apply**

This is a non-exempt 10-15 hour a week position that pays \$15 per hour. Benefits include pro-rated Paid Time Off, Employer 401k contribution after one year of employment, professional development, commuter benefits, schedule flexibility, and a supportive working environment.

### **Please EMAIL resume and cover letter with the subject heading "Administrative Assistant" to: [adminjobsearch@pacdc.org](mailto:adminjobsearch@pacdc.org)**

PACDC is currently working remotely, so we are only accepting resumes via email (no calls please). We will notify candidates that proceed to the interview stage, which will take place over Zoom. This position will be remote until we return to the office (date TBD).

**PACDC is an Equal Opportunity Employer. People of Color and Women are encouraged to apply.**